



Part-Time/Full-Time Justice Court Clerk Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: October 31, 2022

Salary: \$15.27

Hours: Monday – Friday, 8:00 am – 5:00 pm (Full-Time)

Department: Justice Court

Grade: C **FLSA:** Non-Exempt

Part-Time hours negotiable between Monday-Friday, 8:00am-5:00pm

**For Fast-Track processing, send resume through Indeed or
apply online at www.yellowstonecountymt.gov**

OPEN UNTIL POSITIONS ARE FILLED – 2 Full-Time and 3 Part-Time

FUNCTION:

Under the general supervision of the Justice Court Supervisor and Justice Court Judges, follows up out of court with technical and extensive paperwork. The position involves considerable independent judgment within the courts' established procedural guidelines to resolve or explain all types of citizen issues and to ensure that defendants are in compliance with court orders and sentencing. The work involves performing a number of highly responsible, detailed tasks essential to the day-to-day functioning of Justice Court.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED; **and**
- One (1) years' experience in the performance of multifaceted office support or detailed secretarial duties; **or**
- Any equivalent combination of experience and training.

DESIRED QUALIFICATIONS:

- Occupational experience in a legal setting and/or additional training in secretarial, paralegal, criminal justice, law enforcement, and/or office management coursework is desired.
- Attention to detail required for entering court proceedings, including notes and related documents, into computerized information system.

SELECTION PROCESS MAY INCLUDE:

- Background checks are required prior to granting access to Yellowstone County Justice Court
- Applicant must pass a background check, which will include a multi-state criminal background check.

Job description available upon request.

TO APPLY:

Accepting applications until position is filled.

1. **County Application**
2. **Names, addresses and phone numbers of three (3) employment-related references**
3. **Resume**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.** Apply online or download application at www.yellowstonecountymt.gov Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days the same applicant pool may be considered.